
9/30/63

MANUAL CIRCULAR - GENERAL ADMINISTRATION

HEW-22

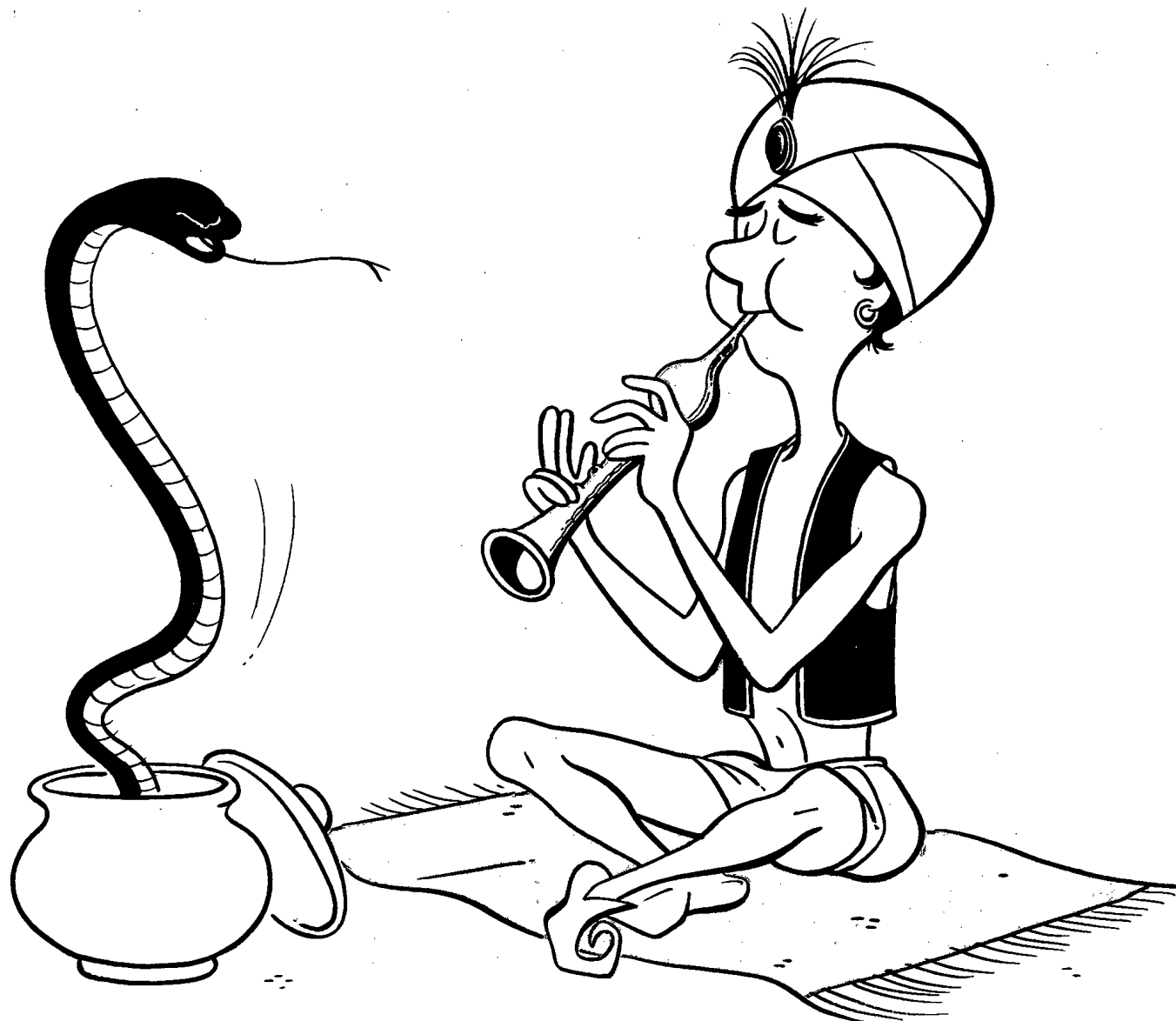
CLEAN-UP CAMPAIGN

This Circular transmits a reminder, as a part of our 1963 Clean-Up Campaign, that it is easy to dispose of unused supplies and equipment.

Offices at every organizational level are urged to get rid of unneeded supplies and equipment.

Distribution: Holders General Administration and Records Management Manuals,
Keys: MS.HRFC-rx and 2033

CLEAN-UP CAMPAIGN



**IT'S NO TRICK GETTING RID OF
OBSOLETE SUPPLIES, EQUIPMENT
AND FURNITURE. RETURN THEM
TO STOCK.**